



United States Department of Agriculture  
Rural Development  
Richmond

VA AN No. 437 (1930-C)  
August 2, 2004

SUBJECT: Multi-Family Housing Management Documents

TO: Area Directors and Rural Development Specialists

**PURPOSE/OUTCOME:**

The purpose of this Administrative Notice (AN) is to provide guidance on reviewing multi-family housing management documents.

**COMPARISON WITH PREVIOUS AN:**

This AN replaces VA AN No. 421 (1930-C) dated July 25, 2003.

**IMPLEMENTATION RESPONSIBILITIES:**

1. Area Offices should qualify their reviews of management documents by including the following statement: "Concurrence with this document is limited to a determination of compliance with the requirements set forth in RD Instruction 1930-C, Exhibits B, B-1 and/or B-3, and is not intended to endorse the specific fair housing policies contained therein."
2. Management plans, management agreements and identity of interest statements must be revised at least every 3 years. Addendums to these documents are acceptable for updates made during the 3-year period.
3. Management plans must include a policy regarding the payment of overage in cases where tenant certifications are submitted after the applicable due date. The responsible party will generally pay any overage due when tenant certifications are not received in the Area Office in accordance with paragraph VII F 1 (c) of Exhibit B of RD Instruction 1930-C.

**EXPIRATION DATE:**  
**July 31, 2005**

**FILING INSTRUCTIONS:** Preceding  
**RD Instruction 1930-C**

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4. Overage is not a project expense. If overage is not the tenant's fault, the borrower/agent must detail on the project worksheet how it will pay the overage from its own resources. Borrowers/agents should be guided by section 1951.506 (a) (5) (iii) of RD Instruction 1951-K. The State Director does not have the authority to waive overage charges.

If you have any questions, please contact the applicable Area Office or the Multi-Family Housing Division in the State Office.

JOSEPH W. NEWBILL  
State Director